Band Treasury Role and Responsibilities

**Role:**

The purpose of the band treasury is to handle funds exchanged for paid events. All monies must be collected during the event and placed in the cash box.

**Responsibilities:**

The Treasury is responsible to submit the cash box request forms to the business office located on the 3rd floor in the main campus, **3 days prior** to the scheduled event. Mr. Newton must sign the form prior to submitting to the business office. On the day of the event, the treasurer will be responsible to pick up the cash box from the business office located on the 3rd floor. Business office usually closes by 3:30 PM.

Once the event is over, the treasurer needs to count the money and fill out the enclosed ledger. Cash box must be returned to Mr. Newton the evening of the event.

**Policy**

Per school policy, no monies can be exchanged without the cash box. The treasurer or any other band parent club member will not be allowed to accept cash or checks before or after an event. Students will have to pay during school hours via the bookstore on gold days.